

## MRHA NO 7 AUDIO VOUCHER ORIENTATION

Welcome to MRHA NO 7's Voucher Orientation. You have been invited to listen to this voucher orientation, which has been designed to provide you with all the information needed to be successful in your housing search. Please listen carefully to the information shared during this call, so that you will start your housing search armed with the information you will need, to help your family locate a unit that will pass our inspection process, be affordable, decent, safe, and sanitary.

The Orientation Packet you have received contains information regarding HUDs rules and regulations, and current policies and procedures of MRHA NO 7. Your Orientation Packet has been broken down into three (3) parts: Part 1: Voucher Packets Section, Part 2: General Information Section, and Part 3: Leasing Packets Section.

### **Part 1 – Voucher Section (A, B)**

**The head of household must make sure that these forms are signed and dated where **highlighted yellow** and returned immediately to MRHA NO 7.**

#### **Part 1-A: Labeled (PHA Voucher)**

- Voucher (pages 1-3)
- Briefing Certification Form
- Responsibility To Report Form
- Protect Your Family From Lead In Your Home Form
- Criminal Background Authorization Form(s) **(for families currently on voucher program who are transferring from one unit to another)**
- VAWA Form
- Declaration Of Section 214 Status Form **(one form for each member of the household)**

#### **Part 1-B: Labeled (Family Copy)**

- Voucher (pages 1-3)

The head of household must make sure that they sign and date their copy of the voucher, for future reference. You must retain this voucher for your records, **DO NOT GIVE IT TO YOUR LANDLORD!** Please note lines 1 – 8 with special attention on line 3 which is your expiration date. You will need to remember when the voucher expires, so that you will know when to contact the PHA to request additional time to continue your

## MRHA NO 7 AUDIO VOUCHER ORIENTATION

housing search. This request should be made at least 10 days before the expiration date, stated on line 3 of your voucher.

### **Part 2 – General Information Section**

**This section is informational and it is highly recommended, that the head of household and other adult household members read the information contained here, to establish a greater understanding of our PHA rules and policies, along with HUD’s regulations regarding the Housing Choice Voucher Program.**

- Supportive Services for Eligible Persons List
- Unreimbursed Medical Expense Cost Checklist
- Informal Hearings/Procedures For Reporting To The PHA
- Policy On Interim Reexaminations
- One Strike You’re Out Policy
- Violence Against Women Act (VAWA)
- Payment Standard Schedule
- Exhibit 6-2 “Can I Afford The Unit I Have Found?”
- Calculating Maximum Subsidy Worksheet
- Utility Allowance Schedule
- Portability Statement
- List of Section 8 Offices In The State Of Mississippi
- MRHA NO 7 Service Map
- MRHA NO 7 Policy Regarding Minimum Rents and Hardship Exemption
- Family Statement of Obligations
- Public Announcement Procedure
- Tenancy Addendum
- Protect Your Family From Lead In Your Home Brochure
- Reasonable Accommodations
- Housing Discrimination Complaint Packet

**If you have questions concerning information read here in this section, please contact a member of our housing staff who will be happy to assist you.**

### **Part 3 – Leasing Packet (Landlord Packet and MRHA NO 7 Leasing Packet) Part A, B**

**Part 3-A: Labeled Landlord Must Read (Highlighted Pink)**

## MRHA NO 7 AUDIO VOUCHER ORIENTATION

This section is for the landlord to read. It will provide a better understanding of the type of information required in a lease agreement. It also gives insight to HUD's regulations regarding practical steps to take when attempting to control lead-based hazards in housing units which receive federal assistance. Also enclosed are the Summary Of Housing Quality Standards, which describes minimum standards which must be met so the unit may pass our physical inspection. An explanation is attached regarding how housing assistance payments are made and our policy on Reasonable Accommodations requests.

### **Part 3-B: MRHA NO 7 Leasing Packet (Highlighted Pink-Landlord and Yellow-Tenant)**

This section must be signed by the landlord and tenant and returned to our office. The entire packet must be returned along with two proofs of ownership such as a copy of Deed to unit being leased and proof that current years real estate taxes have been paid for this same unit. If you are renting a mobile home, then the landlord will need to attach a copy of their Bill of Sale and Proof of paid real estate and paid mobile home taxes for current tax year.

Again, the landlord must sign, initial, and date all areas highlighted in **Pink** and the tenant must sign, initial and date all areas highlighted in **Yellow**.

**Forms Enclosed:** signatures are mandatory, unit will not be inspected if required information is missing, no exceptions!

- Instruction For The Landlord
- Previous Landlord Form (if previous landlord is known)
- Acknowledgement Of Criminal Background Check
- Acknowledgement Of MRHA NO 7 Rent Agreement - Landlord/Client (tenant)
- Attention Landlords/Owners/Managers – MRHA NO 7 HAP and Inspection Policy Updates
- Request For Tenancy Approval (HUD-52517)
- Owner Amenities Sheet
- Exhibit #2 (verification of age of unit)
- Certification of Property Owner, Address, Year Built
- Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards  
(Lessor's Disclosure must be initialed; section(a-b), sign and date form at the bottom by landlord)

## MRHA NO 7 AUDIO VOUCHER ORIENTATION

(Lessee Disclosure must be initialed; (section (c-d), sign and date form at the bottom by tenant.

- Relative Restrictive Rule (Tenant/Landlord Certification)
- Mobile Homeowner Statement of Responsibility Form
- Sample Lease – Tenant Lease Agreement (HUD-52641-A)

Once our office has received the completed MRHA NO 7 Leasing Packet with all required signatures, initials, and dates in place, with two proofs of ownership, and a written statement indicating when utilities will be turned on, the criminal back ground check will be conducted for all household members 18 years of age and older.

Due to the current COVID-19 pandemic our procedure to inspect units have temporarily changed to accommodate everyone involved. Please be advised that the unit is not exempt from undergoing a physical HQS inspection. This inspection will be performed once it has been deemed safe to do so.

### **The process will go as follows:**

Once all criminal backgrounds clears for all required household members, your housing counselor will mail a copy of our “Self-Certification Form”, to you and to your landlord. You each must certify that the **unit is free and clear of life threatening conditions** and the family intends to occupy the unit. Once you each have signed these forms, please return them immediately. Failure to do as instructed will only prolong the wait time of your housing assistance to start. Once we resume our normal inspection process, you will be notified in writing of your appointment date. Someone 18 years of age or older must be present to let the inspector in. Your failure to complete this inspection may result in termination of your housing assistance.

Thank you for allowing our PHA to assist you with your housing needs and remember to contact our office if you have questions or concerns, as you seek to find a good place to live!

MRHA NO 7 Staff